



CITY OF HOUSTON

Job Posting

DNO

Applications accepted from:

All PERSONS INTERESTED

Job Classification

DIVISION MANAGER (Executive Level)

Posting Number

PN# 112689

Department

PARKS AND RECREATION

Division

URBAN PARK RANGERS

Section

URBAN PARK RANGERS

Reporting Location

2999 SO. WAYSIDE

Workdays & Hours

M-F 8:00 A.M. TO 5:00 P.M.*

***Subject to change**

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

This individual is responsible for the management of the Urban Park Ranger Division. Manages, trains, counsels and evaluates staff performance. Establishes and implements policies and procedures. Coordinates budget preparation. Acts as Department Emergency Management Coordinator. Coordinates the Automatic External Defibrillator Program for the department. Acts as the department liaison to the Houston Police Department. Manages the Security responsibilities for the department. Oversees the dispatch services for the department and performs other tasks and responsibilities as assigned by the Director.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering, Criminal Justice or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the division are required, with at least three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with law enforcement experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 29

\$1,885- \$2,757 Biweekly \$49,010 - \$71, 682 Annually

OPENING DATE

August 23, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 845-1056. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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